



25 November 1959

Dear Dan:

During the week commencing 9 November 1959, it was necessary to work our 2260 people up to a maximum of 94 hours in order to complete the move to the new location and have equipment operational as scheduled. Jack received prior verbal approval from John to work overtime as required to meet our schedule. However, written approval is hereby requested to document our files from an audit standpoint.

Your approval is further requested to work 2260 personnel on a scheduled extended work week of 48 hours a week, commencing 16 November 1959. It is anticipated that we will only work a 48-hour week, but if it is advantageous to work additional hours, we will request approval for such additional overtime.

We plan to rotate personnel on a 12-hour shift, four days a week, so that the operation is manned as required. In this manner, each person would work 48 hours per week with 32 hours being straight time and 16 hours overtime. This schedule affords the necessary coverage and takes into consideration the morale of the men which can become a serious problem in such a remote area.

Very truly yours,

25X1A

by [redacted]

25X1A

[redacted]

Boston
DE RDN

OK John Paranguly
1 Dec 59